How can a student request Class Notes?

Tell Me

Students who are registered with the Office of Disability Services (DS) and have been approved for the Class Notes accommodation should follow the below steps to indicate the need for a Note Taker for a specific course:

Make sure you have selected Class Notes Accommodation during the process when you requested your Letter of Accommodations. Visit the Online Request Accommodation Letters for more information.

1. Go to DS Portal website.
2. Click on DS Student Portal icon.
3. Click on Course Notes icon.
4. Click on the Courses/notes tab in the main menu.
5. Log in using your NinerNET username and password.

This is the same information you use to sign in to “My UNC Charlotte” Portal. <EDIT - I think this note is probably not needed.>
6. **Select** the correct semester

7. **Click** on **change this** besides the course for which you need a note taker - the field will change to **Yes**

8. The DS Note Taker Administrator will email your class about the need for a Note Taker. After a Note Taker is assigned and begins submitting notes, you will be notified via email

9. For questions, email notetaker@uncc.edu, or call (704) 687-0040

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**Related FAQs**

- How can instructors/faculty approve a requested test using the DS Faculty Portal?
- How can instructors/faculty view and acknowledge accommodation letters in the DS Faculty Portal?
- Who is responsible for determining reasonable classroom accommodations?
- How can a student view and download Class Notes?
- What are faculty responsibilities when notified of a request to test in the Disability Services (DS) Test Center?